



**USA STAFFING®**  
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# **Navigating Selection Manager – USA Staffing’s Hiring Official Interface**

USA STAFFING® — OPM’S AUTOMATED HIRING TOOL FOR FEDERAL AGENCIES



# Selection Manager Overview

- Selection Manager is the Hiring Official's interface for USA Staffing
- Selection Manager replaced the ADV module and was included in the 1002 release
- In Selection Manager, Hiring Officials access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office
- The URL for the site is  
<https://selectionmanager.usastaffing.gov/>

# Logging In

Hiring Officials receive an email to access Selection Manager when a certificate is issued to them. Once they click on the site, they open the home page below.

The screenshot shows the USA Staffing Selection Manager login interface. At the top, there's a blue header bar with the text "Selection Manager". Below it, a sub-header bar has three buttons: "Welcome!", "Quick Start Guide", and "Help". The main content area is divided into two sections. On the left, there's a preview of the Selection Manager application showing a grid of names and details. On the right, there's a large "USA STAFFING® Great Government Starts Here" logo. Below the logo is a login form with fields for "Username" and "Password", a "Login" button, and links for "Forgot User Name or Forgot Password". At the bottom of the page, there are several legal disclaimers and terms of use.

Welcome! Quick Start Guide Help

**Selection Manager**

Selection Manager is the hiring officials' interface for USA Staffing®. In Selection Manager, you can review referral lists or certificates, view application materials, make hiring decisions, and electronically return certificates to your HR office. For additional information and instructions on Selection Manager, review this [Quick Start Guide](#).

USA STAFFING®  
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Username:

Password:

Login

[Forgot User Name or Forgot Password](#)

Selection Manager, powered by USA Staffing®, is an Official U.S. Government System for authorized use only. Unauthorized use of this site or the information on this system could result in criminal prosecution.

Signing into Selection Manager indicates you consent to security testing and monitoring and you have read and accepted the following Full Terms and Conditions of Use:

This U.S. Government System is to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review and action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

# Navigation

The system will display four navigation buttons on the top right of each screen.

The screenshot shows the Selection Manager interface. At the top, there is a blue header bar with the title "Selection Manager" on the left and navigation links "HOME | MY ACCOUNT | BATCH DOCS | LOGOUT" on the right. Below the header, a blue banner displays "Welcome, William Schuester!" and a question mark icon. The main content area is divided into two sections: "My Hiring Actions" on the left and "My Hiring Alerts" on the right. The "My Hiring Actions" section contains a message about the "My Hiring Actions" window and a list of vacancies by customer. The "Automated Systems Management Branch (1)" section has a link to "HR Specialist - 103764 (3)". A mouse cursor is hovering over this link. The "My Hiring Alerts" section lists items under "Past Due", "Upcoming Due Dates", and other categories.

**Selection Manager**

HOME | MY ACCOUNT | BATCH DOCS | LOGOUT

Welcome, William Schuester! ?

The *My Hiring Actions* window shows all work that you have been assigned. The *My Hiring Alerts* window shows those specific items that are new, due within 5 days, and past due.

**My Hiring Actions**

Vacancies By Customer:

Automated Systems Management Branch (1)

- [HR Specialist - 103764 \(3\)](#)

**My Hiring Alerts**

• You have a new certificate. [MT-10-BIS-01708S0](#)

Past Due:

- Certificate [MT-10-BIS-01690S0](#) is 1 day past due.

Upcoming Due Dates:

- Certificate [MT-10-BIS-01691S0](#) is due in 4 days.

To access available certificates for a vacancy, the Hiring Official clicks the link under the My Hiring Actions section.

# Reviewing Applicants

The Certificate View page displays the following three tabs:  
Applicant List, Certificate Information, Selection

**Selection Manager**

HOME | MY ACCOUNT | BATCH DOCS | LOGOUT

**Certificate View**

Vacancy 103764 Position Title HR Specialist Certificate Number MT-10-BIS-01692S0 Grade 11 Location Springfield, OH Specialty HR Specialist (Recruitment and Placement)

Hiring Actions View  Applicants of Interest [?](#)

[Return List to HR Office](#) [Set All](#) [Clear All](#) Due: 5/14/2010 [Print](#)

[Applicant List](#) [Certificate Information](#) [Selection Notes](#)

Applicant Name	Last 4 Veterans of SSN	Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Hummel, Kurt	1128	NV	<u>ICTAP</u>	<input type="button" value="▼"/>		<input type="button" value="≡"/>	<input type="button" value="≡"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hudson, Finn	1126	CPS - Adj		<input type="button" value="▼"/>		<input type="button" value="≡"/>	<input type="button" value="≡"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Viewing Questionnaire Responses

Hiring Officials view questionnaire responses by clicking on the icon in the Responses column.

Applicant List		Certificate Information			Selection Notes			
Applicant Name	Last 4 Veterans of SSN	Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes
Berry, Rachel	1125	NV						

A Certificate Details box will open containing the applicant's questionnaire responses.

Certificate Details

**Section Name**

- [Entire Questionnaire](#)
- [Narratives](#)
- [Employment Availability](#)
- [MIN QUALS](#)
- [Know of Federal Personnel Laws and Regulations.](#)
- [Ability to communicate in writing.](#)
- [Knowledge of recruitment techniques and options in the Federal Service.](#)
- [Ability to manage special programs and projects to automate personnel functions.](#)

**Preview**

Full Time Employment  
Y. 40 Hours Per Week

# Viewing Supporting Documents

Hiring Officials view documents by clicking on the icon in the Docs column.

Applicant List		Certificate Information			Selection Notes				
Applicant Name	Last 4 Veterans of SSN	Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Berry, Rachel	1125	NV							

This opens the Certificate Details dialogue box.

Certificate Details		
File Name	Type	Date Received
<a href="#">Professional Resume.doc</a> 	Resume	4/29/2010 12:11 PM
<a href="#">Transcript.docx</a>	Transcript	4/29/2010 12:15 PM

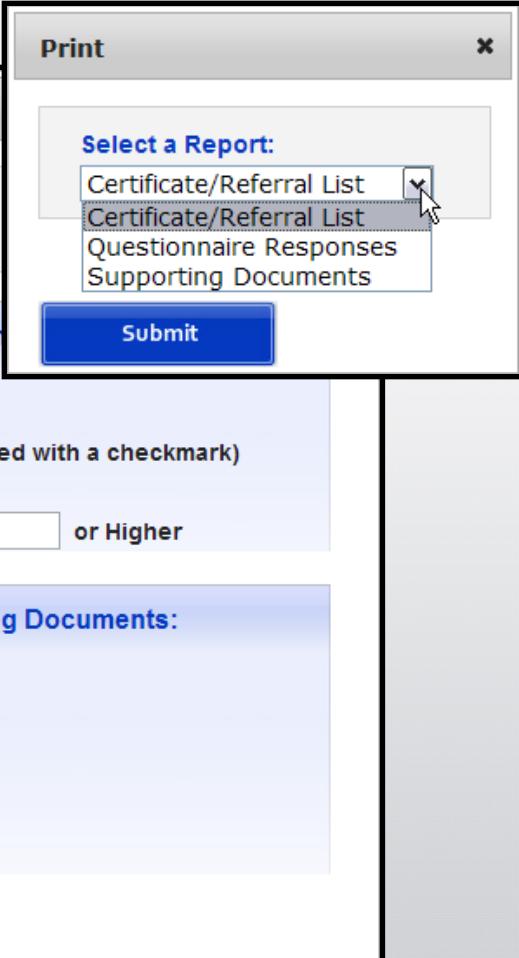
# Marking Applicants of Interest

- Applicants of Interest allows Hiring Officials to highlight applicants to share with other users or review later.
- They mark applicants of interest by checking the box under the check marks column on the

Applicant List		Certificate Information			Selection Notes			
Applicant Name	Last 4 of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes
Berry, Rachel	1125	NV						

- These applicants can be viewed by clicking the Certificate Information tab, and clicking the Applicants of Interest Button.

# Batch Print Documents



The screenshot shows a 'Print' dialog box overlaid on a larger 'Print' interface. The dialog box has a title bar 'Print' and a close button 'x'. Inside, it says 'Select a Report:' and lists four options: 'Certificate/Referral List' (selected), 'Certificate/Referral List' (disabled), 'Questionnaire Responses', and 'Supporting Documents'. A 'Submit' button is at the bottom. The main window behind the dialog has a 'Print' tab selected. Under 'Select a Report:', 'Supporting Documents' is chosen from a dropdown. Below that, 'Include the following' is set to 'All Applicants'. Under 'Include the following Documents:', several checkboxes are checked: 'Resume', 'Veterans Documentation', 'Miscellaneous', 'Transcript', and 'Qualifications'. A large blue 'Submit' button is at the bottom.

- From the Certificate View, the hiring official can print either the Certificate List, Questionnaire Responses, or Supporting Documents.
- The hiring official can dynamically set the criteria for what documents to print and for whom to print them.

# Batch Print Documents

Print

Select a Report:  
Questionnaire Responses

Applicants of Interest Only

Include the following Responses:

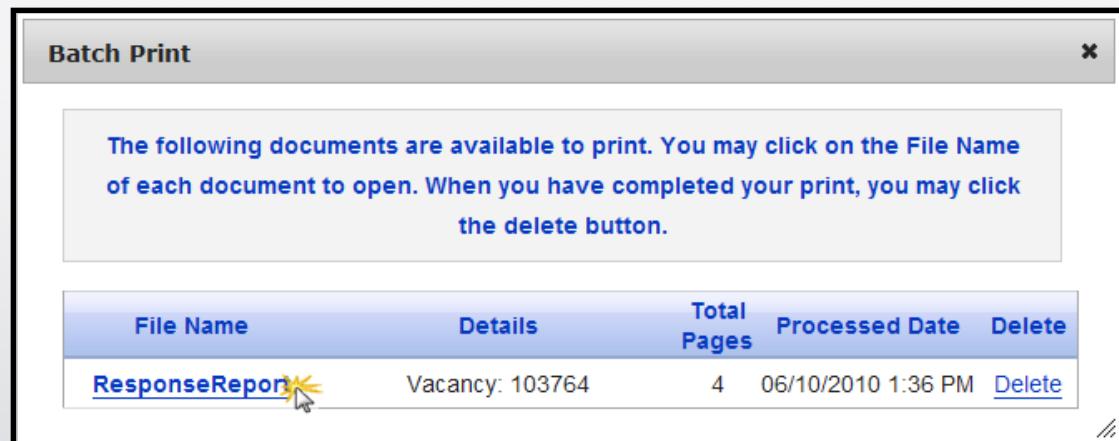
All Responses  
 Assessment Questions Only  
 Specific Factor Only:  
MIN QUALS  
MIN QUALS  
Know of Federal Personnel Laws and Regulations.  
Ability to communicate in writing.  
Knowledge of recruitment techniques and options in the Fede  
Ability to manage special programs and projects to automate

Submit

- The hiring official may print Supporting Documents and Questionnaire Responses from the Applicant of Interest screen.
- The information printed is only for the applicants of interest.

# Batch Print Documents

- To view, print, or save the batched documents, click on the Batch Docs button.
- Click on the name of the batched documents file to view and print.
- To delete the file once it is printed, click the Delete button.



The screenshot shows a 'Batch Print' dialog box. At the top, there is a message: 'The following documents are available to print. You may click on the File Name of each document to open. When you have completed your print, you may click the delete button.' Below this message is a table with the following data:

File Name	Details	Total Pages	Processed Date	Delete
<a href="#">ResponseReport</a>	Vacancy: 103764	4	06/10/2010 1:36 PM	<a href="#">Delete</a>

# Sharing Certificates

**Selection Manager**

Hiring Actions

Vacancy 103764	Position Title HR Specialist	Announcement Number BSC-103764-1002	Customer Automated Systems M
<a href="#">View Vacancy Announcement</a>	<a href="#">Share Hiring Actions</a> 		
Request Number	Certificate ID	Specialty	Loca
103764-001	<a href="#">MT-10-BIS-01692S0</a>	HR Specialist (Recruitment and Placement)	Springfi
103764-001	<a href="#">MT-10-BIS-01710S0</a>	HR Specialist (Classification)	Springfi

Allows the hiring official to share the certificate with others involved in the hiring process.

**Certificate Details**

You may share access to the certificates linked to this request with other users in your customer office.

The following users currently have access

First Name	Last Name	Title	Can Make Selections	Can Share Access
William	Schuester		Y	Y

[Add Assignees](#)

**Certificate Details**

Select the users to share within your office

<input checked="" type="checkbox"/> First Name	Last Name	Title	Can Make Selections	Can Share Access
<input type="checkbox"/> Sue	Sylvester		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Emma	Pillsbury		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Carole	Hudson		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Grace	Hitchens		<input type="checkbox"/>	<input type="checkbox"/>

[Add](#) [Back](#)

# Selection Actions

## Selection Manager

### Certificate View

Vacancy 103764 Position Title HR Specialist Certificate Number MT-10-BIS-01689S0

[Return List to HR Office](#) [Set All](#) [Clear](#)

Applicant Name	Last 4 Veterans of SSN	Pref	Priority Category	Action
Berry, Rachel	1125	NV		<input type="checkbox"/>
Hummel, Kurt	1128	NV		<input type="checkbox"/>
St James, Jesse	1313	NV		<input type="checkbox"/>
Hudson, Finn	1126	NV		<input type="checkbox"/>

Prev **1** Next

Selected  
Career Or Career Conditional Employee  
Communication Returned Unclaimed  
Declined Employment With Agency  
Declined Until A Future Date  
Declined Examination Program  
Declined Grade Or Salary Considerations  
Declined Location  
Declined Position  
Declined Federal Employment  
Declined Other Reason  
Failed To Reply To Their Inquiry  
Appointed By Non-Competitive Action  
Not Selected - Not Contacted  
Not Selected  
Removed From Certificate Medical  
Removed From Certificate Not Qualified  
Removed From Certificate Suitability  
Temporary Employee  
Removed from Certificate Driving  
Removed from Certificate Drug Screen  
Not Available Pending  
Removed From Certificate Eligibility  
Alternate Selection 1  
Alternate Selection 2  
Alternate Selection 3  
Withdrawn from Consideration

HOME | MY ACCOUNT | BATCH DOCS | LOGOUT

Hiring Actions View  Applicants of Interest [?](#)

Specialty HR Specialist (Classification)

Due: **5/18/2010** [Print](#)

Docs	Responses	App Notes	<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Selection Action

Displaying: **1 - 4 of 4**

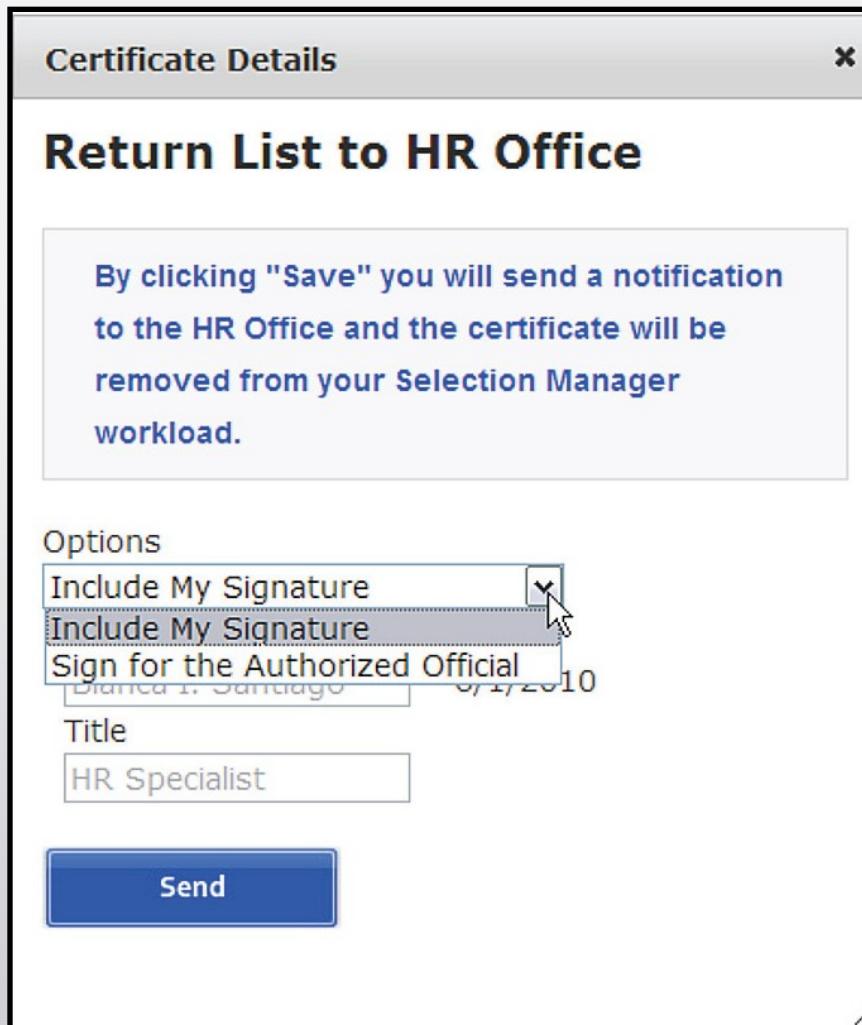
# Adding Notes

- Hiring Officials can add notes for applicants or for the entire certificate.

Applicant List		Certificate Information			Selection Notes				
Applicant Name	Last 4 of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Berry, Rachel	1125	NV				2			

- The applicant notes feature is located on the App Notes column of the Applicant List tab. To add, view, modify, or delete applicant notes, Hiring Officials click the icon in this column.

# Returning Certificates



# Updating Information

To update their Selection Manager account information, the Hiring Officials click the My Account button in the top right navigation bar. On the Account Management page, they can update or change their profile information, login information, and/or notification preferences.



# Online Help

- For additional information and instructions for using Selection Manager, the Hiring Official can click the question mark icon located on each screen or enter the following link

<http://help.usastaffing.gov/selectionmanager>.



# Selection Manager Online Help Through MediaWiki

The image shows a screenshot of the Selection Manager Help MediaWiki site. On the left, a diagonal view of the site's main page is visible, featuring a blue header "Selection Manager Help" and a sidebar with navigation links like "Navigation", "Security And Privacy", and "Help by Page". The "Help by Page" section lists various help articles. On the right, a larger, more detailed view of the site is shown. The header "Selection Manager Help" is at the top, followed by a search bar. Below the header, there are two main sections: "Navigation" and "Resetting your password". The "Navigation" section contains links to "Home", "System Navigation", "Hiring Actions", "Applicants of Interest", "Certificate View", "Applicant List Tab", "Certificate Information Tab", "Selection Notes Tab", "Print Function", and "Account Management". The "Resetting your password" section has a sub-section titled "Forgot Password" which instructs users to enter their email address. A numbered list below the form outlines the password reset process:

1. Click the **Forgot Password** link on the login page.
2. Enter your e-mail address.
3. Click the **Submit** button.
4. An e-mail message with a hyperlink for resetting your password will be sent to the e-mail address provided. Click on the hyperlink. This link will direct you to the Selection Manager page with instructions for resetting your password.
5. Enter the new password following the new password requirements. The red X marks will turn into green ✓ marks once a requirement has been met.

# Quick Start Guide

## Selection Manager

Welcome!

Quick Start Guide

Help

The [Selection Manager Quick Start Guide](#) will help you navigate through the applicant review and selection process in Selection Manager.

## USA STAFFING Great Government Starts Here

User Name:

Password:

[Forgot User Name or Password?](#)

Hiring Officials can access a .pdf Quick Start Guide to Selection Manager by clicking the tab on the login screen.



VERSION 1002 • 06.11.2010

SELECTION MANAGER

## Selection Manager: Quick Start Guide

### PART 1: GENERAL INFORMATION

Selection Manager is the hiring officials interface for USA Staffing. In Selection Manager, you will be able to access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office. The URL for Selection Manager is: <https://selectionmanager.usastaffing.gov>.

#### Logging In

You will receive an e-mail to access Selection Manager when a certificate is issued to you. If you are accessing the system for the first time, you will receive an e-mail with your user name and instructions to create your password. On your first login you will be required to read and accept the Rules of Behavior.

The screenshot shows the USA Staffing login page. At the top, there is a navigation bar with 'Welcome!', 'Quick Start Guide' (which has a red arrow pointing to it), and 'Help'. Below the navigation bar is the USA Staffing logo and the slogan 'Great Government Starts Here'. The main area contains fields for 'User Name' and 'Password', and a link 'Forgot User Name or Password?'. To the right of the login form, there is a sidebar with a heading 'Selection Manager' and a brief description of the system's purpose. At the bottom of the sidebar, there is a note about the USA Staffing logo and its use.

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# USA Staffing Resource Center

[http://help.usastaffing.gov/USASTaffing/index.php/USA\\_Staffing\\_Resource\\_Center](http://help.usastaffing.gov/USASTaffing/index.php/USA_Staffing_Resource_Center)

Hiring Officials can also access the Quick Start Guide through the USA Staffing Resource Center.

In addition, the Resource Center includes a self-paced tutorial for Hiring Officials titled “How Hiring Managers are Improving the Federal Hiring Process”.

The screenshot shows the USA Staffing Resource Center website. The header features the text "USA Staffing Help" and a search bar. On the left, there's a sidebar with "Navigation" links (Home, Security And Privacy, Privacy Policy, Terms and Conditions of Use) and a decorative graphic of a sunburst or starburst. The main content area has several sections: "USA Staffing Resource Center" (highlighted in red), "Pre-Training Online Course" (with a link to "Orientation Course"), "Training Manual" (listing "Part 1", "Part 2", "Part 3", and "Part 4"), "Release Notes" (links to "USA Staffing Enhancement List Version 1002" and "USA Staffing Enhancement List Version 1001"), "Other Resources" (links to "USA Staffing Category Rating Guide", "Selection Manager Quick Start Guide", "USA Staffing URLs", "Using the Discoverer DEU Application Counts Workbook Guide", and "Implementation Guide"), and "Hiring Reform Resources" (links to "How Hiring Managers Are Improving The Federal Hiring Process" and "Meeting Hiring Reform Initiatives Through USA Staffing"). At the bottom right, there's a link to "Printable version".